

From: Info, MassHR (HRD) <masshrinfo@massmail.state.ma.us>
Sent: Wednesday, September 07, 2011 4:59 AM
To: Hanchett, James (DPH)
Subject: Introducing the New MassHR Preventing Workplace Violence Online Training Course



Introducing two new Preventing Workplace Violence e-Courses developed by MassHR.

The Preventing Workplace Violence for Employees eLearning course is designed to provide a basic overview of the Commonwealth's policy (Executive Order 442) of zero tolerance for workplace violence. The Preventing Workplace Violence for Managers course includes the basic overview as well as strategies that can be used to prevent potential workplace violence.

Individuals employed on a full-time or part-time basis by the Office of the Governor or any state agency under the Executive Department are required to complete this training.

The courses are delivered on-line and are designed to help you learn at your own pace and in your own environment at your own convenience. "Knowledge Checks" are presented at several points during the course to validate what you are learning about preventing workplace violence.

These courses take approximately 45 minutes to complete. All you need is a computer, access to the Internet - and you are ready to go!

To receive credit for the course and satisfy the mandatory training requirements, you must review all material presented.

For assistance with logging into PACE or to request alternative media for the course, please contact HRD-Training and Learning Development at (617) 878- 9827.

Class Date: *Anytime!*

Start Time: *Anytime!*

Cost: *FREE!!!*

REGISTER TODAY!

INSTRUCTIONS FOR LAUNCHING THE ONLINE COURSE THROUGH PACE.

1. Launch the PACE URL at www.mass.gov/pace
2. Select PACE Login
3. Select Your Agency (Login screen will appear)
4. Enter your User Login ID (EMPID) and Password

If you are a first time user your login ID is your Employee ID and your password is your last name, as it appears on your pay advice

5. Select Student Learning Center
6. Select Course Catalog
7. Type in the key word – MANDATORY to find the applicable course
8. Follow the prompts

NOTE: The previous message does not apply to Energy and Environmental Affairs (EEA) staff and managers. EEA staff and managers should contact their local HR Dept or Barbara Nobles Crawford Assistant Secretary for Human Resources for additional information.